

The Environmental Conservation Handbook



Prepared by the
Directorate of Facilities,
Defense Commissary Agency

DeCAH 20-7 (Revision 1, June 2001)

This program is subject to management control provisions as per DeCA Form 20-6, June 2001.

DEPARTMENT OF DEFENSE
HEADQUARTERS DEFENSE COMMISSARY AGENCY
Fort Lee VA 23801-1800

DeCAH 20-7
June 2001

Directorate of Facilities

The Environmental Conservation Handbook

BY ORDER OF THE DIRECTOR

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AUTHORITY: DoD Directive 5105.55, Defense Commissary Agency (DeCA), November, 1990.

MANAGEMENT CONTROLS: This handbook does not contain Management Control provisions that are subject to evaluation and testing as required by DeCA 70-2 and as scheduled in DeCAD 70-3. Use of DeCA Form 20-6 for this purpose is prescribed in Chapter 4.

APPLICABILITY: This handbook applies to Defense Commissary Agency (DeCA) activities.

HOW TO SUPPLEMENT: Regions may not supplement this handbook.

HOW TO OBTAIN COPIES: Additional copies may be requested from region points of contact or from HQ DeCA/CIF.

SUMMARY: The changes provided in this handbook update points of contact, websites and references designed to answer any question arising from environmental issues.

SUPERSEDES: DeCAH 20-7, June 2000

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/CIF

COORDINATORS: Capital Investment Business Area, Resources Management Business Area, Operations and Product Support Business Area, IG, GC

Defense Commissary Agency

The Environmental Conservation Handbook

Executive Summary

This Agency is committed to compliance with all Executive Orders, laws and regulations regarding the environment. This new *Environmental Conservation Handbook*, a revised version of the “Handbook on Environmental Responsibility,” issued September 1997, is intended to provide the hands-on guidance needed to fulfill not only the written requirements, but the spirit of the “Greening Government” initiative.

The Handbook is written as a guide for store personnel faced with the day-to-day mission of environmental responsibility. It contains, in summary form, the highlights of the original DeCAH 20-7, but does not intend to duplicate it. It is complete in content and will not require additional research on the part of the store’s Conservation Coordinator for most daily applications.

This Handbook also contains:

- Locations and summaries of commonly used websites for easy download of regulations and requirements.
- Points of contact for the Department of Defense (DoD) Regional Environmental Program.
- The DeCA Environmental Action Plan with latest status.
- The DeCA Environmental Survey
- The Charter of the Environmental Conservation Committee.
- Energy Management guidelines.
- The new Greening DeCA Survey.
- Coordinator’s Activity Log template.
- Current Environmental Awards Programs

We hope that this Handbook becomes a part of your active reference library. It is intended to be the primary guide to answering the many questions each store faces, in addition to providing handy reference sources, including HQ points of contact.

It’s in loose-leaf form to allow easy page replacement, to be issued as new guidance is made available. Updates will be issued at least annually so that you will know how well the agency is progressing with its Action Plan. I look forward to hearing from you on the value of this Handbook!

Table of Contents

	Para	Page
Chapter 1: Introduction		
DeCA's Environmental Conservation Program	1-1	1
Background	1-2	1
• Regulations, Policies and Guidance.....	1-2	2
• Environmental Practices.....	1-2	2
Document Purpose and Organization.	1-3	3
• The Role of Commissaries and Regions.....	1-3	3
• Environmental Strategies.....	1-3	3
Benefits of Environmental Conservation	1-4	4
History of Success.....	1-5	5
Chapter 2: Understanding Environmental Issues in Store Operations		
Controlled Materials.....	2-1	1
• Non-Hazardous Solid Waste.....	2-1	1
• Hazardous Waste.....	2-1	1
• Energy and Water Conservation.....	2-2	2
• Affirmative Procurement of Goods and Services.....	2-2	2
• General Management Practices.....	2-2	3
Chapter 3: The Environmental Process		
Introduction.....	3-1	1
Starting Out:		
• Appoint a Conservation Coordinator.....	3-2	1
• The Role of the Installation.....	3-2	1
Environmental Goals.	3-3	2
Approaches to Environmental Conservation.....	3-4	3
• Recycling Non-hazardous Solid Waste.....	3-4	3
• Hazardous Waste.....	3-4	3
• Energy and Water Conservation.....	3-4	3
• Affirmative Procurement and Contracting.....	3-4	4
Environmental Opportunities.....	3-5	4
Chapter 4: Compliance and Monitoring		
Overview.....	4-1	1
• New Compliance Initiatives.....	4-1	1
• Environmental Conservation Assessment Survey...	4-1	2
• Survey Parameters.....	4-1	3
• The Conservation Log.....	4-1	4
• Outside Assistance.....	4-1	5
• Regional Environmental Coordinators.....	4-1	5

Chapter 5: The Environmental Conservation Committee

Introduction	5-1	1
• Committee Responsibilities	5-1	1
• Membership	5-1	1
• Charter.....	5-2	2

Chapter 6: Energy and Water Conservation

Purpose.....	6-1	6-1
Organization.....	6-2	6-1
The Program.....	6-3	6-1
Current Status and Goals.....	6-4	6-2

Chapter 7: Awards and Recognition.

Purpose.....	7-1	7-1
Closing the Circle Awards.....	7-2	7-1
DoDES Awards.....	7-3	7-1
EPA Quality Awards.....	7-4	7-2
NRC Awards Program.....	7-5	7-2

Chapter 8: OCONUS Environmental Compliance

Introduction.....	8-1	8-1
Regulations.....	8-2	8-1
Environmental Issues.....	8-3	8-1
• Non-hazardous Solid Waste.....	8-3	8-1
• Hazardous Materials Management.....	8-3	8-2
• Affirmative Procurement	8-3	8-2
• Affirmative Contracting	8-3	8-2

Appendices:

A: Other Environmental Regulations	A-1
B: Sources of Environmental Information	B-1
C: The Environmental Action Plan – Status Report.....	C-1
D: Glossary of Terms	D-1

Chapter 1

Introduction

1-1. WELCOME TO DeCA's "ENVIRONMENTAL CONSERVATION " PROGRAM.

a. This program is DeCA's adaptation of a government-wide initiative, responding to the requirements of Presidential Executive Order 13101, " Greening the Government through Waste Prevention, Recycling and Federal Acquisition," dated September 16, 1998. Its importance will be felt throughout the public and private sector as it and the various interpretive regulations, mandate environmental compliance and awareness throughout the DoD.

b. DeCA's goal is to reduce any unfriendly environmental impact commissary operations may have on air, water and land. Our intent is to enhance operational efficiencies, improve services, achieve cost savings and maintain a healthy and safe environment for DeCA employees and our valued commissary patrons.



c. As DeCA modernizes its facilities, often through the construction of new stores, such as the one pictured above at **China Lake NAWC**, we will be afforded more opportunities to insure operational efficiencies and cost savings. Our environmental responsibility and ability to respond to local conditions increases with each first rate commissary we build.

1-2. BACKGROUND.

a. While we cannot lose sight of the fact that the Executive Order has specific, as well as general goals and guidelines, we have considerable freedom with respect to agency implementation. DeCA's strategy for program implementation takes a multi-step approach:

- (1) Assess current operations and identify environmental opportunities.

- (2) Maximize participation with installation environmental programs.
- (3) Minimize negative environmental impacts at store level.
- (4) Provide easy to use reference material for store use.
- (5) Monitor compliance on an annual basis.
- (6) Highlight and track key components of recycling.

b. **Regulations, Policies and Guidance.** Various regulations, directives, policy letters and other documentation exist for the express purpose of implementing Executive Order 13101. All are accessible on the INTERNET for easy downloading. We've highlighted several outstanding examples in this paragraph. Each store should have these documents available for quick reference. Please note that changes in regulatory or guidance materials will be made available to you via existing DeCA channels or through your host installation.

(1) **Presidential Executive Order 13101.** "Greening the Government through Waste Prevention, Recycling and Federal Acquisition," dated September 16, 1998. This document is an "umbrella" type of source that outlines the entire program, government-wide. It will not assist a typical store in its day-to-day operations but is the source document for all others. It spells out the initiatives to be taken to comply in broad scope.

(2) **Greening the Government.** This is a key resource document issued by the Office of the Environmental Executive, or OFEE. It is a well-written, easy to use guide with handy references and sources of information each store may be able to use. It may be downloaded from the www.ofee.gov website.

(3) **Greening Federal Facilities.** This document is issued by the Department of Energy (DoE) as DoE/EE 0123. It is useful in that it contains hands-on information in hazardous material management and energy programs. It is available in hard copy by writing to the web address at www.eren.doe.gov/femp/greening.html.

(4) **Environmental Protection Agency. 40 CFR 247, Part V and Part VII, titled "Final Guidance on Environmentally Preferable Purchasing for Executive Agencies,"** August 20, 1999. This document outlines the EPA's policy towards buying recycled, or "post consumer" goods. It can affect local purchases of goods and services.

c. **DeCA's Environmental Practices:** Our program started several years ago with the intent of making DeCA compliant with regulations. It recognized that a sizeable percentage of installations had ongoing programs in place, but that some did not. We took an exhaustive survey to determine conditions and completed a 20-store services contract to look at a representative sampling of commissaries.

(1) What we learned was that DeCA can do more, using existing installation programs. We recognized that because of the burden already placed on store personnel, a renewed conservation program, one focusing on the expertise of installation engineers, would be more beneficial and less demanding on scarce resources than a stand-alone program. **We also learned an important lesson that requiring store personnel to comply with DeCA programs did not relieve them of their obligations toward their Installations. This had the effect of running redundant programs.**

(2) We also learned more about our status as a "polluter": 1) The Agency does not pollute to any appreciable extent; 2) We have a relatively benign mission that does not deal with hazardous materials to any great degree; 3) We are already involved in various Service/Installation

oriented recycling programs; 4) We purchase at least some product using “green” guidelines and finally; 5) We cooperate with host installations whenever possible.

(3) With these lessons learned, it seemed only logical that our future program be structured to capitalize on the achievements up to this point, recognizing perhaps even more so, our role as an installation tenant. We have achieved much! We have: 1) defined our environmental climate, 2) conducted site/store surveys, 3) developed training materials, 4) wrote our first ever Handbook, and 5) took our first steps at making the environment an issue.

1-3. DOCUMENT PURPOSE AND ORGANIZATION.

a. The purpose of this Handbook will be to provide store, region and HQ personnel with a usable tool with which to address environmental conservation and energy issues. It is to reinforce our cooperation with each host installation and form an “Alliance for Conservation,” to the benefit of all. To that end, we hope to provide usable information to the stores’ “Conservation Coordinators,” individuals selected to monitor and assure that their store meets environmental and energy guidelines.

b. This Handbook recognizes the different methods and systems of approach in use by each of the Services in meeting their environmental obligations. With this in mind, our new focus is on relieving the burden the stores face of complying with not only the installation’s program features, but also with DeCA’s. Our approach with this revised edition of the Handbook is to become more user-friendly and less demanding on scarce resources.

c. **The Role of the Commissary and Region.** This revised program will only work when fully supported at store level. With region assistance, each store must commit to affirmative environmental practices. Working with the host installations where possible and insuring that all employees “buy in” to the validity and worthiness of the effort, DeCA stores and their regions will be the keys to success.

d. DeCA’s Environmental Strategies.

(1) Reduce the quantity of *hazardous and non-hazardous* waste stored and disposed by:

(a) When in the best interest of government, altering vendor contract language to require removal.

(b) Maximize the purchase of environmentally friendly products.

(c) Cooperating with existing installation waste disposal programs.

(d) Establishing new waste removal programs if none exist.

(e) Establishing resale markets for such materials.

(f) Enlist customer cooperation through return programs.

(2) Conserving energy and water.

(3) Adopting the energy conservation guidelines in this Handbook.

(4) Incorporating energy conservation considerations in all purchases of goods and services.

- (5) Planning and completing energy conservation projects.
- (6) Diligent building maintenance practices.
- (7) Instill a conservation work ethic.
- (8) Practice affirmative procurement IAW FAR and EPA's Comprehensive Purchasing Guidelines.
 - (a) Purchase "green" building services.
 - (b) Purchase "green" cleaning products.
 - (c) Purchase more "green" products of all kinds for sale.
 - (d) Purchase "green" office products.
 - (e) Design and build environmentally responsible stores, including the use of landscaping appropriate for the region.
- (9) Maintain an environmental work and business practices ethic by training the workforce and instilling an environmental conscience.
- (10) Publicize that environmental protection/conservation is the "right" thing to do.
- (11) Monitor the benefits of the environmental program, including efficiencies and tangible savings.

1-4. BENEFITS OF ENVIRONMENTAL CONSERVATION. The benefits from this program will not only be the intangibles of having served the community in a responsible way, but will also improve the bottom line. Some of the fiscal gains we hope to realize are:

- a. Reduce operating costs by using fewer materials and conserving energy.
- b. Decreased transportation costs resulting from disposal of solid wastes.
- c. Revenue earned from the sale of waste products through recycling.
- d. A better corporate image.
- e. Increase protection of the public's health and improve worker safety.

1-5. A HISTORY OF SUCCESS! The Office of the Federal Environmental Executive (OFEE) has established a "Closing the Circle Award," recognizing environmental excellence. The most notable feature of the awards thus far is the number of programs that succeed due to the initiative and volunteerism of Agencies' employees! Here are a couple of examples:

- a. **Arkansas National Wildlife Refuge:** Staff volunteers designed and constructed collection containers, used throughout the Reserve, to collect recyclables. During its first year, the self-help program collected and sold over 10,000 pounds of glass, cans and paper. The concept is expanding rapidly. Current year predictions now approach 200,000 pounds of materials and include neighboring Reserves.

b. **The Army National Guard:** Due to the initiative of one employee who took the time to research better ways of performing vehicle maintenance, an integrated “Solvent Reduction Program” was started. It reduced the toxic waste stream from 80,000 pounds of effluent to 8,000 pounds annually and saved \$22,000 in disposal costs.

c. **The U.S. Postal Service:** Finally, the efforts of one person, a maintenance manager, changed the way heavy equipment batteries were purchased. By convincing his supervisors that the use of maintenance free batteries would reduce the hazards of working with leaded ones, the St Louis Bulk Mail Center avoided the costs and inconvenience of dealing with the more hazardous standard battery. The costs associated with battery charging rooms and eyewash stations were eliminated.



Ft. Bragg Commissary

Chapter 2

Understanding Environmental Issues in Store Operations

2-1. CONTROLLED MATERIALS:

a. **Non-hazardous Solid Waste:** This category of material includes all non-toxic debris resulting from store operations. The material poses no threat to human health, either through its handling, disposal or decomposition. Examples of these kinds of materials, which may be used in our stores, are:

- (1) Cardboard boxes
- (2) Plastic and styrofoam packaging materials
- (3) Metal, plastic and glass containers
- (4) Meat and produce trimmings
- (5) Office materials, including paper

b. **Hazardous Waste:** Materials are classified as hazardous when, by their composition, they pose a threat to human health, safety and/or sanitary conditions. The handling, use, storage and disposal of such materials is regulated by law. We are obligated to report on our use of such substances and to take precautions against misuse. Examples of these kinds of materials, which may be used in our stores, are:

- (1) Chlorofluorocarbons – (CFC's), a component of refrigerants
- (2) Degreasers and commonly used cleaners
- (3) Lead acid batteries
- (4) Fluorescent lighting tubes and bulbs
- (5) Compressed gas
- (6) Fuel and lubricants
- (7) Paints and paint products
- (8) Polychlorobiphenals – PCB's, a component of transformers
- (9) **Waste water/liquid** (effluent) of all kinds

c. **Energy and Water Conservation:**

(1) Energy management has been a goal of the DoD for years. We have had a successful management system in place for several years that deals with meeting energy conservation goals. DeCA reports to the DoD annually as to our status in energy use reduction. Methods of reaching our goals are highlighted later in this handbook.

(2) A more recently added conservation requirement is the mandate to control water usage. Water conservation is essential in holding down our operating costs, much the same as energy. Our approach, largely a matter of elevating public awareness to the need, is also outlined in the following chapter.

d. **Affirmative Procurement of Goods and Services:** Is the name given to a system of preferential purchasing of post consumer products (recycled), with the intent of enhancing environmental conservation. There are service products used by DeCA on a repetitive basis, primarily in office administration, maintenance/cleaning and construction, which lend themselves to “green” product use. Federal **procurement** guidelines require specific proportions of such products be purchased, when economically justifiable. Examples of such products are:

- (1) Office paper
- (2) Printer toner cartridges
- (3) Trash and grocery bags
- (4) Paper towels and sanitary paper
- (5) File folders and plastic admin supplies
- (6) Cardboard and laminated papers
- (7) Construction and building components
- (8) Custodial contracts
- (9) Reusable grocery bags
- (10) Pest Control
- (11) Equipment maintenance
- (12) Vendor stocking
- (13) Grounds Maintenance
- (14) In-store food services
- (15) Construction contracting
- (16) Asbestos and other material abatement in remodeling
- (17) Energy and water conservation products in utilities

e. **General Management Practices:** The key to a sound environmental conservation program is management’s willingness to change business practices. There are many opportunities to do so, including:

- (1) Maintain strict inventory control so as to reduce solid waste disposal and storage requirements.

- (2) Support an “Employee Suggestion Program” to foster a spirit of innovation.
- (3) Provide environmental conservation training to everyone.
- (4) Insist on routine facility inspections from regions, HQ **CIF** and the installation, to keep the store in top condition. Don’t defer maintenance. Become an advocate of good service!
- (5) Send your designated “Conservation Coordinator” to regular meetings with the installation command staff when environmental issues are on the agenda.



The McChord AFB Commissary

Chapter 3

The Environmental Process

3-1. INTRODUCTION. This chapter outlines the steps a commissary is encouraged to take to revise its current environmental program. Note that the recommendations mentioned do not depend on increasing resources, **but rather, hold the promise of reduced effort and cost.** We also assume, with renewed emphasis, that the responsibility for environmental compliance is a *shared* effort, not the burden of the store alone. As such, resources available at all DeCA levels and the Host Installation will be called upon to insure the program's success.

3-2. STARTING OUT.

a. Appoint a "Conservation Coordinator."

(1) The appointment of an individual to lead the team effort is crucial. It's our intent to make this program as minimally intrusive as possible. With that said, we recommend combining the appointment with those already being undertaken by the "Facilities Energy Supervisor," a title which will no longer exist.

(2) The "Conservation Coordinator's" duties will be expanded to include energy management, environmental coordination and conservation proponentcy. As such, close coordination between the host installation, key employees, vendors and store contractors will be required.

b. The Role of the Installation.

(1) Installations have had long-standing requirements in environmental compliance. Due to the demands of many tenants who are totally dependent on installation support, the Base Public Works Offices (Base Engineer, or Facilities Engineer), have had to provide technical expertise in addressing environmental issues. Long-standing programs in hazardous material handling, recycling, pollution abatement, asbestos abatement and facility inspections exist. Although demands on installation staffs have risen, requirements have remained. To compensate, many Base Engineers have had to contract out for environmental services.

(2) This technical presence on each installation can be the hub of the commissary's environmental program. Since each Service took the prevailing DoD guidelines on compliance and formed its own tracking and monitoring mechanisms, tenant units have been obligated to meet specific installation demands. The result is a system that is Service specific. This serves to make the creation of a *separate*, uniquely DeCA environmental program unnecessarily counterproductive.

(3) Familiarization with existing installation environmental programs is critical to the success of DeCA's Environmental Conservation effort. The appointed Conservation Coordinator must be given the time and resources to gain an awareness of and familiarity with, existing Installation programs. The cornerstone of our success is based on installation assistance.

(4) To ensure such cooperation, each Store Director and/or Conservation Coordinator should be prepared to do the following:

- (a) Actively solicit the participation of the installation Environmental Engineer in the Commissary Program, including regular briefings and updates for store staff.
- (b) Participate in installation “special programs” that involve environmental issues.
- (c) Attend briefings and conferences at the installation on related subjects. Be prepared to provide the information to the store at your staff meetings.
- (d) Ensure that accepted reference materials and guides are available, (hazardous material logs, for example), that are used by the installation.
- (e) Ensure that the engineer has a copy of this Handbook.

3-3. ENVIRONMENTAL GOALS. The DoD set specific goals in pollution prevention and recycling that have already become part of DeCA’s routine since the issuance of the first Handbook. It’s clear that our goals should not be the minimums called for in the various regulations. Our goal is to aim for 100% agency-wide participation in existing installation programs by CY 2005. When no such programs exist, this HQ, working in cooperation with regions, stores and their respective installations, will work toward creating them.

- a. The goals listed below are excerpted from the Environmental Action Plan and may be reviewed in full at Appendix C:
- b. Establish a system of oversight, training and incentive awards to ensure compliance with the requirements and intent of EO 13101.
- c. Designating conservation coordinators at all DeCA stores.
- d. Ensuring that both the DeCA Environmental and the “Energy Efficiency Picture” videos are seen by all employees.
- e. Ensure that each Commissary Conservation Coordinator has been given a copy of DeCAH 20-7, “Handbook on Environmental Responsibility.”
- f. Ensure that the EPA/DOE website addresses for government-wide conservation initiatives are posted in the DeCA Conservation Program public folder.
- g. Develop public affairs media campaign to publicize the “Greening DeCA” theme and distribute such materials to all stores in FY 2000.
- h. Develop an awards program in conjunction with DoD guidelines in the recommended award categories so that at least one category is nominated for an award.
- i. Establish an assessment procedure based on an existing assistance system to measure program compliance with the elements of this action plan.
- j. Modify procurement procedures to meet the requirements of the Executive Order (EO), EPA, and DOE guidelines.
- k. Promote recycling and reuse through participation in existing installation programs or DeCA centralized management initiatives. Please note that revenue generated by sale of materials for recycling must be accounted for and properly deposited into the surcharge account.

1. **Reduce energy consumption level in Compliance with Presidential Executive Order 13123.**

3-4. APPROACHES TO ENVIRONMENTAL CONSERVATION. The purpose of this section is to provide practical, hands-on guidance on how to approach the problem of what to do in each of the areas mentioned.

a. Recycling Non-hazardous Solid Waste.

- (1) Participate in the installation's programs.
- (2) Encourage employee and customer participation.
- (3) **Enable vendor supplied recycling stations.**
- (4) Maximize the support of vendors who recycle as part of their supply contracts with the store by removing product packaging with each new delivery.
- (5) Ensure that suppliers comply with DeCA's new contract guidance on affirmative procurement as part of all vendor requirements.
- (6) Expand the number of recyclable products sold.
- (7) Use *affirmative procurement* for all office supplies!

b. Hazardous Waste.

- (1) Participate in the installation's waste disposal program.
- (2) Ensure that the installation has conducted a HAZMAT survey for the store or if unavailable, contact your region/HQ **CIF** for survey assistance.
- (3) When these products/services are identified, ensure follow-up action by replacing the items with "greener" products/services, including proper storage facilities.
- (4) Ensure proper training for personnel involved with such materials.
- (5) Ensure that record-keeping requirements are understood.
- (6) **Ensure that the proper HAZMAT spill kits and storage cabinets are on hand.**

c. Energy and Water Conservation.

- (1) Establish workplace awareness of the need to turn off lights and equipment when not in use.
- (2) Install demand faucets and flush valves in lavatories.
- (3) Ensure that maintenance contracts include provisions to clean and inspect air registers, radiators and other HVAC equipment filters.
- (4) Be aware of the annual energy consumption rate.

(5) Ensure proper equipment use, especially refrigerators and freezer doors **when stocking is not in progress.**

(6) Ensure that all refrigeration equipment is serviced as required.

d. Affirmative Procurement and Contracting.

(1) A prime opportunity for environmental conservation lies in the **products and services provided by DeCA contractors. With the wide variety of goods and services the Agency acquires, it is critical that performance specifications enable our program goals.** By modifying purchasing parameters, we can include the kinds of requirements needed to meet our program's goals. With this in mind, DeCA's product categories are being reviewed with an environmental objective, something that had not been done before. When feasible, category managers will be asked to purchase "green" packaged products, commensurate with consumer demand.

(2) Housekeeping functions, historically the most likely users of hazardous cleaning materials, will have renewed contract language that encourages use of biodegradable cleaning agents. Local purchases of office supplies, particularly paper and paper products, will be accomplished with the intention of using post consumer paper. Every effort is to be made to enhance the use of e-documents.

(3) These initiatives will hopefully go a long way towards our eventual "Greening DeCA" goals. Our most important mission, though, is to try to educate both employees and customers in the value of doing things a new, better way.

3-5. ENVIRONMENTAL OPPORTUNITIES. A considerable effort has been undertaken by military installations to comply with the various environmental regulations.

a. The list below is typical of the **resources** that exist today, which are open for participation to all tenants **and which may in fact, be required:**

- (1) Spill Prevention
- (2) Pollution Prevention
- (3) Natural Resource Management
- (4) Ozone Depletion
- (5) Solid Waste Management
- (6) Hazardous Waste Management
- (7) Energy Conservation
- (8) Storm Water Management
- (9) Asbestos Abatement
- (10) Composting

b. Each of these programs has a fully developed action plan, available for use by

each of the installation's tenant units, which may be used to report activities under that category. Reporting is a requirement, especially in those cases where waste products are sold, as is the case with various wood and paper products. It's important to be aware of which of these programs apply to the various aspects of day-to-day commissary operations and to participate accordingly.



The Dahlgren Commissary

Chapter 4

Compliance and Monitoring

4-1. OVERVIEW. The Department of Defense requires the submission of information on how well each Agency is doing. Each Service submits reports, in various formats, to track costs and benefits in the various environmental categories. In order for DeCA to be able to provide this data, monitoring and record keeping become unavoidable.

a. **New Compliance Initiatives.** The task of monitoring hundreds of stores can be a daunting task, so we have developed a multi-layered approach. The overriding aim of this aspect of our environmental program is to minimize the impact on store personnel. We recognize that there are no full time engineers on the staff to develop and track action plans, do process flow diagrams, etc., for each category of an environmental protection program. As such, we have developed, with this Handbook, a relatively painless way to meet the Agency's needs and not unduly disrupt the normal duties of the Conservation Coordinator. This three-tiered approach consists of:

- (1) A one-page annual Conservation Survey, to be completed by each store's Conservation Coordinator.
- (2) An Activities Log, to be completed as needed, by each Conservation Coordinator.
- (3) An Environmental Conservation Action Plan, based on an annual analysis of the surveys, to be completed by each Directorate's representative to the Environmental Conservation Committee.

The existing action plans, preliminary assessments, process analyses, opportunity assessment checklists, flow diagrams, quantity process input and output diagrams, ranking priority matrixes, opportunity evaluations, goals and objectives statements, opportunity assessment matrixes, weighting factors analyses and other related administrative techniques outlined by Chapter 4 of the DeCAH 20-7, dated 1997, will no longer be required.

b. **The Environmental Conservation Assessment Survey.** The survey is not a static document. It will change yearly and be updated as our program continues to make progress and new insights are gained. The survey continues to be based on several fundamental premises:

- (1) That this Agency is not a prime source polluter.
- (2) We need to obey the law and do what's right for the environment.
- (3) We do not wish to invest significantly more human and monetary resources to accomplish our objectives, but seek to work within our current budget as closely as possible.
- (4) That close cooperation with each host installation is mandatory.
- (5) That we will become an active partner in existing programs whenever possible.
- (6) That environmental conservation is a corporate goal and that each DeCA directorate, region and store will participate and cooperate.

RCS: 2000-DF-001 Expires February 2003		<i>Greening DeCA</i> Second Annual Environmental Conservation Assessment Survey		DATE
STORE NAME, REGION & LOCATION		SURVEY COMPLETED BY		PHONE
ISSUES				YES
NO				
1. Do you participate in any Installation Environmental programs since the last survey?				
2. DeCAH 20-7 "Environmental Conservation Handbook," dated June 2000.				
a. Have you received the new Handbook?				
b. Have you appointed an "Environmental Conservation Coordinator (ECC)?"				
c. How would you rate the Handbook in terms of usability?				
<div style="display: flex; justify-content: space-around;"> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent <input type="checkbox"/> </div>				
d. Do you think that listing numerous points of contact (inside and outside DeCA for you is helpful or not?				
<div style="display: flex; justify-content: space-around;"> Not helpful <input type="checkbox"/> Neither <input type="checkbox"/> Helpful <input type="checkbox"/> </div>				
				YES
				NO
e. Do you feel that the information contained in Appendix "A" is worthwhile and has been of use to you?				
f. Do you feel that the information contained in Appendix "B" is worthwhile and has been of use to you?				
g. Do you feel that the information contained in Appendix "C" is worthwhile and has been of use to you?				
3. DeCA Environmental Policy				
a. Do you feel that you are now better or worse off since we have decided to stress installation cooperation and abandon our stand-alone program?				
<div style="display: flex; justify-content: space-around;"> Worse off <input type="checkbox"/> Same <input type="checkbox"/> Better Off <input type="checkbox"/> </div>				
b. Do you feel that your level of participation with existing installation programs has increased or decreased during the past year?				
<div style="display: flex; justify-content: space-around;"> Increased <input type="checkbox"/> No Change <input type="checkbox"/> Decreased <input type="checkbox"/> </div>				
c. Do you feel that personnel staff time needed to comply with the new program requirements has increased or decreased?				
<div style="display: flex; justify-content: space-around;"> Increased <input type="checkbox"/> No Change <input type="checkbox"/> Decreased <input type="checkbox"/> </div>				
d. Do you feel that a recognition program for Excellence in Environmental Conservation should best be handled by the				
<div style="display: flex; justify-content: space-around;"> Store <input type="checkbox"/> Region <input type="checkbox"/> HQ <input type="checkbox"/> </div>				
4. Environmental Policy Implementation				YES
a. Do you have the means of starting a new recycling program if your Installation does not have one?				NO
b. How do you feel about involving the customer in our environmental program through publicity or other means?				
<div style="display: flex; justify-content: space-around;"> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent <input type="checkbox"/> </div>				
5. Energy Management				
a. IF you have attended Energy Training, did you find it very useful?				
<div style="display: flex; justify-content: space-around;"> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent <input type="checkbox"/> </div>				
b. Understanding the Energy Handbook is:				
<div style="display: flex; justify-content: space-around;"> Too Difficult <input type="checkbox"/> Average <input type="checkbox"/> Very Easy <input type="checkbox"/> </div>				
c. Do you feel that energy reporting is:				
<div style="display: flex; justify-content: space-around;"> Poor <input type="checkbox"/> Average <input type="checkbox"/> Very Easy <input type="checkbox"/> </div>				
6. Affirmative Procurement				YES
a. Are you buying "green" or forwarding "green" specifications for those office and operations supplies required by the DeCAH 20-7 and other guidance?				NO
b. Do you need IMPAC training to help you if you are not buying these products?				
c. Do you need specification development training to better help you to understand how to buy these products?				

c. **Survey Parameters.** The questionnaire is designed to measure the compliance rate for stores, not quantities of individual items. Our progress as an agency will be a function of how many stores are actively participating in host installation programs. The exception to this principle is the measurement of items involved in resale, or for which fees are charged for pickup or processing, such as cardboard for sale, or handling hazardous materials. As such, we want to know:

- (1) Which host installation programs your (store/office) is involved in?
- (2) Are you receiving the kind of support from HQ, regions and the installation you need to carry out a successful environmental program?
- (3) Are you monitoring energy usage?
- (4) Are you monitoring the sale of recyclable products that results in financial gain for the store or installation?
- (5) Are you disposing of recyclable materials on a “for trade” basis in exchange for services rendered by the Installation (such as trash pick up)?
- (6) The quantities of specific items you’ve sold or paid for.
- (7) Your progress in public awareness and training employees.

d. The items listed on the survey are not there by coincidence; they are specifically listed on the Environmental Protection Agency’s list of recommend items for recycling or tracking. The list changes on occasion. These items are also reflected in the HQ, DeCA list of monitored action plan items. You are requested to keep track of quantities and dollar amounts. You will be notified when additions and deletions to the list occur.

e. The Survey will originate from HQ, DeCA. Stores should submit copies to their region, for review, much the same as was done for DeCA’s Annual Maintenance Survey. The survey forms will be kept in a binder, along with other environmental material at each store. These binders will be used as a program compliance measure. It will be one source of information for the regular IG “compliance inspections.”

f. The Conservation Log: Each Conservation Coordinator will be required to keep a running activities log, not only to monitor store compliance and progress, but to be used as a tool with which to conduct briefings and training for other store personnel and installation representatives.

g. The log is intended to become an active history of the store’s environmental conservation involvement, without becoming a burden. It may be done in handwritten form, or preferably, as an e-document, since such a log can be used as justification for the awards program and as documentation for program tracking.

Report Form for Environmental Incident Use

DeCA Interest Report (DIRep) <i>(For use of this form, see DeCAD 30-18; OPR is SA)</i>			
1. LOCATION OF EVENT <i>(Host Installation Name)</i>		2. DATE OF EVENT	3. TIME OF EVENT
4. POINT OF CONTACT	5. TIME/DATE DATA FWD	6. POC's PHONE NO. COML: DSN:	7. <input type="checkbox"/> INITIAL DIRep <input type="checkbox"/> FOLLOW-UP DIRep
8. DESCRIPTION OF EVENT AND CORRECTIVE ACTION TAKEN <i>(Brief summary)</i>			
<div style="height: 150px;"></div>			
9. ESTIMATED VALUE OF \$ <input type="checkbox"/> LOSS <input type="checkbox"/> RECOVERY	10. ESTIMATED LOST SALES	11. LOST TIME	12. ESTIMATED GET WELL DATE:
13. ACTION REQUIRED TO PREVENT RECURRENCE <i>(Brief summary)</i>			
<div style="height: 50px;"></div>			
14. ASSISTANCE REQUIRED/REQUESTED FROM HQ DeCA <i>(Describe)</i>			
<div style="height: 50px;"></div>			
15. IS LOCAL COMMAND INVOLVEMENT ANTICIPATED? <i>(If Yes, comment)</i>		16. SHOULD HQ DeCA ANTICIPATE CALL/MESSAGE FROM LOCAL COMMAND? <i>(If Yes, comment)</i>	
<div style="height: 30px;"></div>		<div style="height: 30px;"></div>	
17. HQ DeCA REMARKS <i>(to be completed by HQ DeCA only)</i>			
<div style="height: 50px;"></div>			

DeCA Form 30-70, Jul 2000

Supersedes DeCAF 30-70, Jan 1999 which is obsolete

FOR OFFICIAL USE ONLY
When filled in

This form was electronically produced by Elite Federal Forms, Inc.

h. **Outside assistance.** Assistance to the stores is readily available from each region and from various offices at HQ, DeCA. In addition to the individuals listed below, each staff office has a representative to the Environmental Advisory Committee, which will be discussed in Chapter 5.

(1) CIF: The primary point of contact for the Environmental Conservation Program is the Facilities Directorate, Mr. Peter R. Paul, 804-734-8496, (fax)-8554; or email paulpr@hqlee.deca.mil.

(2) IG: The DeCA Office of the Inspector General checks on the status of the commissary's annual conservation assessment survey and other environmental concerns when IG evaluators visit stores. The IG may be contacted for information. Call the POC, Ms. Donna Sushinsky, (804) 734-8180 or e-mail: sushindl@hqlee.deca.mil.

(3) Regions: Each region engineer has been given the appropriate information to be of assistance.

(4) Installations: As mentioned throughout this Handbook, consult your installation environmental engineer for assistance.

(5) DoD has a nationwide network of environmental experts that may be of use to you or your installation. The representatives are listed in the following section.

i. **The Department of Defense Regional Environmental Coordinator (DoD-REC):** The DoD has established a system of **Regional Environmental Coordinators**, experts in interpreting military applications of environmental policy, from coast to coast. These individuals act as subject matter experts and are equipped to deal with the sometimes highly complex issues of environmental compliance. While your store may never require their assistance, their expertise is available to you and your host installation.

DoD REC Region 1 (POC)

Mr. Robert F. Jones
Navy/DoD REC Northeast CNRNE
Bldg 439, Room 107, Code N8, Tautog Ave.
Naval Submarine Base New London
Groton, CT 06349-5101
Phone (860) 694-3976, 24 hr: 860-694-3676
(Fax) (860) 694-3699/2217
Email: rfjones@att.net
Email: mailto:R1NAV2@hazmat.noaa.gov

DoD REC Region II

Mr. Thomas Sims
US Air Force Center for Environmental Excellence
Eastern Region Office
ATTN: AFCEE-CCR-A
60 Forsyth Street, SW
Atlanta, GA 30303-3416
Phone: 404-562-4205
Email: mailto:Thomas.sims@atlaafcee.brooks.af.mil

DoD REC Region III (POC)

Mr. Steve Olson
Commander
Naval Base Norfolk
1530 Gilbert Street, Suite 2200
Norfolk, VA 23511-2797
Phone (757) 322-2909, DSN 262-2909
Fax (757) 444-3000
Email: solson@pwcnorva.navy.mil

DoD REC Region IV

Mr. George Carellas
Southern Regional Environmental Office
ATTN: SFIM-AEC-SR
430 Tenth Street NW, Suite S-206
Atlanta, GA 30318-5768
Phone (404) 524-5061
Fax (404) 524-5061
Email: carellas@sreo.army.mil

DoD REC Region V

Mr. Jim Hartman
Northern Regional Environmental Office
ATTN: SFIM-AEC-NR
Aberdeen Proving Grounds, MD 21010-5401
Phone (410) 436-7096; DSN 584-7096
Fax (410) 436-7110
Email: mailto:James.Hartman@aec.apgea.army.mil

DoD REC Region VI

Mr. Ed Lopez
US Air Force Center for Environmental Excellence
Central Regional Office
525 S. Griffin Street, Suite 505
Dallas, TX 75202-5023
Phone: (214) 767-4650, Fax (214)-767-4661
Email: ed.lopez@dallafcee.brooks.af.mil

DoD REC Region VII

Mr. Bart Ives
Central Regional Environmental Office
ATTN: SFIM-AEC-CR
601 East 12th Street, Suite 647
Kansas City, MO 64106-2896
Phone (816) 983-3548; Fax (816) 426-7414
Email: bart.o.ives@usace.army.mil

DoD REC Region VIII

Mr. Gerald Owens (Jerry)
US Army Environmental Center – Western Regional Environmental Office
ATTN: SFIM-AEC-WR
RMA.Bldg 111
Commerce City, CO 80022-1748
Phone: (303) 289-0260; DSN 749-2260
Fax (303) 289-0272
Email: gowens@pmrma-emh1.army.mil

DoD REC Region IX (POC)

J.W. Wickett
Commander Navy Region Southwest
Environmental Department, N453 (REC)
33000 Nixie Way Bldg 50 Ste 326
San Diego, CA 92147-5110
Phone: (619) 532-4534
Fax (619) 532-2288
Email: wickett.j.w.@iname.com

US Marine Corps REC Region IX (POC)

Pat Christman
Western Regional Environmental Coordination Team (West Coast)
Box 555246
Camp Pendleton, CA 92055-5246
Phone: (760) 2674/2688; DSN 365-2674/2668
Fax: (760) 725-2659
Email: christmanpl@mail.ccp.usmc.mil

DoD REC Region X

Mr. James R. Pennino (Jim)
US Air Force Center for Environmental Excellence
Western Regional Office
ATTN: AFC EE/CCR-S
333 Market Street, Suite 600
San Francisco, CA 94105
Phone: (415) 977-8849
Email: Jim.Pennino@SanFacee.Brooks.AF.mil

DLA (POC)

Mr. William Randall
Chief, DLA Environmental Compliance Team
DLA (CAAE)
8725 John J. Kingman Road
Suite 2533 (ATTN: Bill Randall)
Ft Belvoir, VA 22060-6221
Phone: (703) 767-6251; DSN 427-6251
Fax: (703) 767-6243; DSN 427-6243
Email: bill_randall@hqdlm.mil

Chapter 5

The Environmental Conservation Committee

5-1. INTRODUCTION: The Environmental Advisory Committee was chartered in 1995. Its purpose is to provide advice, guidance and technical support to the Agency on the multitude of topics in this field. The Committee is chaired by the Director of Facilities; the Environmental Conservation Program Manager is also located in this Directorate.

a. Committee Responsibilities.

(1) Provide policy, planning and implementation advice and recommendations to all components of DeCA.

(2) Provide technical support on environmental, energy management, recycling and pollution abatement issues and other conservation issues.

(3) The Committee will be responsible for assessing overall environmental conservation policy compliance for the Agency.

(4) Seek funding for and execution of, model projects to highlight environmental initiatives.

(5) It will assess existing DeCA policies and establish strategies to achieve compliance with the various laws, regulations and policies issued by other agencies and authorities.

b. Membership. The membership roster follows:

Directorate	Member	Phone
HQ, DeCA/CIF	Chairman: Marvin Beck	DSN 687-8540
CIF	Pgm Mgr: Peter Paul	DSN 687-8522
	Alternate: Abel Polendo	DSN 473-8402
	Bert Landry	DSN 473-8400
	Leland Schneider	DSN 687-8534
	Carroll Shepherd	DSN 687-8487
DO	Preston Nichols	DSN 687-8902
	Chris Wicker	DSN 687-8448
	Raymond Corley	DSN 687-8107
IG	Donna Sushinsky	DSN 687-8180
	John Maffei	DSN 687-8110
CII	Herb Funk	DSN 687-8708
	Sue Hall	DSN 687-8817
GC	William Sherman	DSN 687-8116
	Jay Manning	DSN 687-8207

CIC	Alice Trevino	DSN 687-8630
	Michelle Templeman	DSN 687-8138
	Missy Rios	DSN 687-8680
SSP	Kevin Robinson	DSN 687-8773
	Tim Ford	DSN 687-8500

5-2. CHARTER. The Charter below is an updated version, reflecting changes in policy, application, duties and purpose. It remains a document subject to change as government-wide implementation dictates new programs and procedures:

**HEADQUARTERS DEFENSE COMMISSARY AGENCY
ENVIRONMENTAL CONSERVATION COMMITTEE**

a. Background.

(1) Guidance from Presidential Executive Orders and the Department of Defense have directed the development and implementation of a Comprehensive Environmental Conservation Program and strategy for DeCA.

(2) The DeCA strategy will address the requirements of Secretary of Defense Memorandum, August 11, 1994, Comprehensive Pollution Prevention Strategy; Executive Order 12856 (Federal Compliance with Community Right-to-Know Laws and Pollution Prevention Requirements); Executive Order 13123 (Greening the Government through Efficient Energy Management); and Executive Order 13101 (Greening the Government Through Waste Prevention, Recycling and Federal Acquisition).

(3) Consistent with these directives and other DoD objectives, the Defense Commissary Agency has established a goal to foster and maintain an organizational culture that encourages responsible environmental stewardship and that achieves full compliance with the Executive Orders and the DoD strategy for comprehensive pollution prevention. Consistent with these goals and objectives, the Headquarters DeCA has established an Environmental Conservation Committee to provide advice and recommendations to the Director, staff, regions, stores and other organizational components of DeCA on energy, conservation and environmental issues.

b. Purpose:

(1) The purpose of the Headquarters DeCA Environmental Conservation Committee is to provide policy, planning and implementation advice and recommendations to the Director, staff, regions, stores and other organizational components of DeCA on environmental, energy management, recycling and pollution abatement issues and other conservation issues. The Committee will be responsible for assessing and recommending overall environmental conservation policy for the Agency.

(2) It will review and assess existing DeCA policies and procedures and establish strategies to achieve compliance with Executive Department guidance, DoD policies and Directives, and other direction on comprehensive pollution prevention. The Committee will also oversee and monitor implementation strategies and address cross-functional issues.

c. Organization:

(1) The Environmental Conservation Committee will report to the Director, DeCA. The Committee will be chaired by the Director of Facilities and be comprised of senior-level, policy-

making staff, or their delegated representatives, representing the different functional elements of the organization with overall responsibility for environmental compliance.

(2) Each organizational element listed above will appoint one primary representative and one alternate to the Committee and ensure representation at all meetings and other transactions of the Committee. The Director of Facilities will serve as Executive Secretary to the Committee Chairperson.

d. **Duties and Responsibilities.** The Environmental Conservation Committee will be responsible for:

(1) Providing policy advice and recommendations to the Director on environmental, conservation and energy issues.

(2) Ensuring monitoring of compliance with executive orders, strategic plans, DoD policies and directives, and other applicable laws, regulations, and guidance on the environment.

(3) Serving as the Agency focal point for all related environmental actions, particularly those actions which address cross-functional issues which require coordination among and between functional elements.

(4) Representing the views and issues of the various organizational elements during review, revision, and formulation of DeCA environmental, conservation and energy policy.

(5) Monitoring DeCA-wide performance and compliance with environmental laws, rules, directives, and policies aimed at assuring environmental protection and pollution prevention.

(6) Identifying environmental resource issues (personnel, training, equipment, studies,) facility projects, corporate communications and other requirements) which impact the Agency's mission and require special attention.

(7) Providing information for the purpose of staff and public awareness to all DeCA organizational components on matters of environmental significance.

e. **General Responsibilities of Members.** The duties and responsibilities of the various members of the committee will be:

(1) Director of Facilities:

(a) Serve as Chairman and Executive Secretary to the Committee.

(b) Call meetings, set agenda, and establish working groups.

(c) Establish and direct assignments.

(d) Provide policy guidance for the Agency.

(e) Establish programs to promote use of environmentally preferred products, materials and services in design, construction and sustainment of commissary facilities.

(f) Establish programs to achieve mandated water and energy conservation goals.

(g) Develop demonstration programs that showcase state-of-the-art energy and water conservation technologies.

(h) Incorporate life cycle cost analysis into major commissary construction to ensure environmental considerations are appropriately considered in the decision-making process.

(2) General Counsel:

(a) Designate legal counsel for environmental matters.

(b) Provide advice and counsel on environmental matters.

(3) Office of Public Affairs:

(a) Increase awareness of DeCA's Comprehensive Environmental Conservation Strategy.

(b) Plan, develop and implement public affairs strategies that help to achieve pollution prevention objectives.

(c) Create and circulate agency news articles, publications, audio-visual presentations and other media tools to focus DeCA's commitment on compliance with pollution prevention strategies.

(d) Encourage consumer education programs fostering support for programs that promote returnable/recyclable consumer products.

(4) Inspector General:

(a) Monitor and assess store-level compliance as part of overall region compliance with DeCA directives and requirements.

(b) Identify and summarize findings, and coordinate recommendations on correcting deficiencies.

(5) Contracting Business Unit: Ensure that DeCA procurements contain the appropriate Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and DeCA Acquisition Regulation Supplement (DeCAARS) clauses and provisions consistent with environmentally preferable purchasing of products and services.

(6) Human Resources:

(a) Incorporate environmental education materials into employee training programs.

(b) Review and assess internal awards programs to recognize and reward the most innovative leaders and environmental programs.

(7) Operations:

(a) Provide guidance on occupational safety and health issues related to environmental compliance.

(b) Ensure that DeCA safety policies require commissaries to establish and maintain hazardous chemical inventories.

(c) Monitor availability of Material Safety Data Sheets (MSDS's) for all hazardous chemicals.

(d) Provide direction to ensure prompt reporting of adverse environmental incidents through the Serious Incident Reporting system.

(e) Review safety and occupational health issues addressed in Environmental Compliance Assessment surveys.

(f) Monitor and report to the Committee on spills incidents and other accidental releases of hazardous substances.

(g) Provide guidance on food safety and quality assurance issues related to environmental compliance.

(h) Assess programs on use of environmentally safe operating supplies.

(i) Assess potential hazards associated with the waste streams of DeCA commissary facilities and provide recommendations to minimize adverse impact on the environment.

(8) Information Technology:

(a) Ensure purchases of new Information Management (IT) equipment meets or exceeds existing guidance for purchasing. All newly purchased equipment must be energy efficient and comply with Executive Order 13101.

(b) Direct efforts toward a continued migration toward a "paperless environment." Information processing functions will be directed toward less dependence on paper products for research and reporting. Encourage sparing use of paper, and then only in compliance with the minimum paper content standards contained in Executive Order 13101.

(c) Provide guidance on proper recycling and disposal of excess IT hardware.

(d) Provide guidance on compliance with provisions of Executive Order 13101, Section 505, which establish minimum content standards for printing and writing paper.

(e) Provide guidance on proper recycling and disposal of toner cartridges.

Chapter 6

Energy and Water Conservation

6-1. PURPOSE. This chapter summarizes the Energy Management Program (EMP), a part of the overall Environmental Conservation Program. The EMP is described in detail in DeCAH 20-2, “Handbook for Facility Energy Supervisors,” revised August 1999. The federal energy management program predates the “Greening Government” initiative, but has since been incorporated into it under the E.O. 13101. Reporting requirements for the energy program are handled separately as of this writing, but will be further integrated into the program in the next revision, including the renaming of the FES to the newer “Environmental Conservation Coordinator (ECC).”

6-2. ORGANIZATION. The focus of the EMP is similar to the overall Environmental Conservation Plan. Store level personnel report monthly energy use and cost data and monitor the Agency’s success or failure in executing DeCA policy. A training plan is in place to assist the stores’ ECC (formerly the FES), the individual tasked with implementing the EMP at store, warehouse and office level and monitoring the various control systems in place to track energy usage. The system is store based and relies on its host installation only minimally.

6-3. THE PROGRAM.

a. The core of the program is based on a step-by-step methodology, given the name “1-2-3 Action Plan.” The Plan is designed to assist in reducing energy use in the commissary through a series of checklists and worksheets. It is incumbent upon the store director and the ECC to familiarize themselves with how to successfully manage energy usage and costs. The ECC should normally be the subject matter expert at store and facility level. The DeCAH 20-2 goes into considerable detail in providing the needed information to do these tasks. They should have a full understanding of:

- (1) The basics of energy conservation.
- (2) Energy using systems in the commissary.
- (3) Dealing with the maintenance contractor.
- (4) Energy saving performance contracting.
- (5) Additional resources.

b. The 1-2-3 Action Plan is organized into the following steps:

- (1) Reading and understanding utility meters.
- (2) Observing routine store operations with sufficient knowledge of energy management to make improvements and recommendations.
- (3) Enabling observations and converting them to real action through your store director, region engineer or DeCA energy manager.
- (4) Administration of the program through completion of the various forms and reports required. This step is critical in charting our success as an agency.

6-4. CURRENT STATUS AND GOALS. Executive Order 13123, issued by the President in 1999, mandates energy conservation and sets specific goals. A reduction of 25% in overall commissary energy consumption by the year 2010, as measured from the baseline year 1990, is now in effect. DeCA's success in meeting or exceeding this goal is a direct reflection of the willingness and enthusiasm of our store energy managers and personnel in recognizing the value of the program. The energy use reduction goal for Central Distribution Centers (CDC's) and administrative buildings is 35% by the year 2010, as measured from the baseline year 1985.



The McGuire AFB Commissary Deli

Chapter 7

Awards and Recognition

7-1. PURPOSE.

a. This chapter presents information useful to you in the event your store, or an individual therein, has shown outstanding leadership in some aspect of environmental conservation. The programs discussed below highlight awards given at two levels of recognition: U.S. government and DoD.

b. Submissions in each of these two award programs will be a function of the DeCA Environmental Conservation Committee. An award panel, consisting of five members of the committee will be convened to review applicants, or the entry may be prepared and submitted by the DeCA Program Manager for review. Ample notice and forms will be provided by HQ, DeCA for applicants in each of the programs. Each of the categories is outlined below.

c. In addition to the two award categories above, each region is free to recognize stores and/or individuals for excellence using existing programs.

7-2. CLOSING THE CIRCLE AWARDS.

a. This is a government-wide awards program administered by the Office of the Federal Environmental Executive for White House presentation. It is intended for agencies that have shown exceptional initiative in implementing the Presidential Executive Order 13101.

b. These awards not only highlight the administration's commitment to environmental excellence, but also applaud federal agency efforts in waste prevention, recycling and the purchase of products containing recovered materials or other environmentally preferred attributes. They are designed to showcase model federal programs and facilities and encourage further endeavors by federal agencies, other public institutions and the private sector.

7-3. THE DEPARTMENT OF DEFENSE ENVIRONMENTAL SECURITY AWARDS. This award program is administered by the Office of the Under Secretary of Defense (Environmental Security). They are given to honor installations, teams and individuals for outstanding work in DoD environmental programs. The program offers 17 environmental security awards within 6 categories, including:

a. **Natural Resource Conservation.** The category was initiated in 1962 and is designed to recognize outstanding work in the conservation of natural resources. The protection of these resources affects the military mission, our national heritage and promotes the quality of life.

b. **Cultural Resource Management.** Also started in 1962, it emphasizes the importance of protecting historic buildings, archeological sites and Native American artifacts and sites, as part of our military mission.

c. **Environmental Quality.** Since its inception in 1973, the award has recognized outstanding work to control air, water, land and noise pollution.

d. **Pollution Prevention.** Begun in 1993, the award in this category has recognized outstanding work to reduce pollution at the source by reducing the use of hazardous materials and conserving raw materials, energy and water.

e. **Recycling.** The award category began in 1994 and recognized outstanding work to avoid landfill use and associated costs, as well as to create new products from recycled materials.

f. **Environmental Cleanup.** Also begun in 1994, the award in this category recognizes efforts to accelerate cleanup, use innovative technologies and develop partnerships to remove threats to human health and the environment caused by past operations on DoD lands.

7-4. THE ENVIRONMENTAL PROTECTION AGENCY “ENVIRONMENTAL QUALITY AWARD.” This is an annual awards program that is administered government-wide and is intended to reward citizens, organization, companies or agencies “whose efforts have significantly improved the environment.” We will notify all stores when award submissions are requested.

7-5. THE NATIONAL RECYCLING COALITION (NRC) AWARDS PROGRAM. The NRC is a nonprofit organization committed to promoting recycling. It’s a 5,000-member group, which includes private and public sector representatives associated with the Buy Recycled Business Alliance. The awards are given annually in over 200 categories to suit both government and private sector needs.



Camp Pendleton Commissary

Chapter 8

OCONUS Environmental Compliance

8-1. INTRODUCTION.

a. DeCA operates over 100 commissaries located on installations in 23 foreign countries and two U.S. territories outside continental United States (OCONUS). Commissary stores represent an important support element for military personnel and their dependents stationed in overseas locations, providing a source of the types of food and household goods readily available in continental United States (CONUS).

b. DeCA also operates CDC's to warehouse, prepare, and distribute goods to the commissaries. In addition to the environmental issues faced in our CONUS locations, many of the OCONUS facilities must also respond to the customs, practices, and legal requirements of host nations. This chapter of the Handbook is intended to address some of the issues and differences found there as compared to their CONUS counterparts.

8-2. REGULATIONS.

a. U.S. regulations, executive orders, and guidance discussed in Section 1-2 of this Handbook are also applicable in OCONUS sites. In addition, sites located in foreign countries are subject to the environmentally oriented "Final Governing Standards (FGS)," for their host nation. The FGS for each host nation were developed jointly with the U.S. Forces to serve as a bilateral source of environmental control. They represent a combination of U.S. and host nation requirements. As such, the FGS should be considered to have precedence over specific U.S. or local policy when and if conflicts arise.

b. Further information regarding the appropriate FGS for your location may be obtained by contacting the installation environmental office, the DeCA Region Headquarters, or DeCA HQ at Fort Lee, Virginia. In addition, the actual FGS text for your host nation may be obtained through this web address: www.denix.osd.mil/denix/Public/Library/FGS/final-gov-stds.html.

8-3. ENVIRONMENTAL ISSUES. Chapter 2 of this Handbook provides a discussion of the environmental issues commonly encountered in DeCA facility operations. These were summarized to include: hazardous material and waste management, non-hazardous waste management, energy and water conservation, affirmative procurement practices, and conservation awareness. Commissaries and CDC's located on OCONUS installations are faced with the same environmental issues. However, the manner in which these issues are addressed in each host nation may vary considerably.

a. **Non-Hazardous Solid Waste.**

(1) The results of our surveys of OCONUS facilities indicate that considerable variation exists between nations with regard to managing solid waste, recycling, and reuse. While the materials produced were essentially the same whether in OCONUS or CONUS facilities, management practices and enforcement of environmental regulations differed. Some nations require that each installation prepare and adhere to a solid waste management plan, including strict requirements for recycling. In other nations, the solid waste may be incinerated to produce energy, thus strict recycling was not necessary.

(2) The site visits we conducted also found that waste-hauling contracts between the installation and the local solid waste hauling contractor varied significantly.

In some countries, the waste hauler performs all sorting and separation of recyclable waste materials. Other countries require that the sorting be done at the facility level.

b. **Hazardous Materials Management.** Similar examples were cited for hazardous materials management. These included: requirements for bilingual warning signs, training, documentation, spill response, asbestos and lead-based paint, CFC's in refrigerants, and storage of flammable and hazardous substances. Most host nations have hazard communication requirements similar to those in the United States. Not all require bilingual signage, but all require appropriate training and maintenance of documentation such as Material Safety Data Sheets (MSDS). The DeCA application of signage requirements is such that where substantial numbers of local national employees may come into contact or have need for access to this information, bilingual signs will be provided. CFC requirements vary considerably between host nations, making it particularly important to determine local application of the FGS. Disposal of hazardous materials is best handled through the installation, since the opportunity for noncompliance is greater. In all cases, this would include items such as fluorescent light tubes, vehicle batteries, paints, and solvents commonly found in commissaries.

c. **Affirmative Procurement.** OCONUS sites are subject to the same federal procurement guidelines as those located in CONUS. Local vendors, particularly in the developed countries, can be found to supply environmentally preferable products and to collect spent reusable materials (i.e., toner cartridges). However, some OCONUS sites are in remote locations where these materials may be unreasonably priced or unavailable. In such instances, the Store Environmental Conservation Manager should use his/her best judgment. In general, requiring contractors in OCONUS locations to adhere to federal guidelines was not found to be significantly difficult in most foreign nations. Local variations may be encountered. The installation and the region headquarters can be invaluable in helping determine what is necessary and pragmatic. Like the CONUS sites, management's willingness to rank environmental issues high in importance will make a significant difference in how well our program is pursued. In general, the issues discussed in Chapter 2 of this Handbook are the same in OCONUS locations. All locations have inventory control, but the planning and management thereof may vary considerably.



Mountain Home AFB Produce Department

APPENDIX A

OTHER ENVIRONMENTAL REGULATIONS

While many environmental regulations contain guidance that directly and indirectly influence various aspects of commissary operations, commissary officials only need a basic understanding of these regulations, and where to find additional regulatory guidance when needed. Commissary personnel do not need to be environmental regulatory experts. However, understanding a few basics about general environmental regulations will benefit DeCA facilities and their respective host installations.

The following Table provides DeCA personnel with additional regulatory references that address specific environmental issues, such as pesticides, asbestos, affirmative procurement, and non-hazardous solid waste recycling. Commissary officers seeking specific environmental guidance should first contact their host installation environmental office. DeCA facilities located in different geographical locations and operating on different DoD Service installations may be subject to varying environmental regulations.

A particularly useful document is *The Environmental Assessment and Management (TEAM) Guide*, revised September 1995. The *TEAM Guide* contains a compilation of all relevant Federal environmental regulations and is supplemented by various state and DoD component *Team Guides*. Again, this reference Table simply enables DeCA personnel to locate regulatory documents when needed. The first source of reference should be the responsible environmental offices on the installation.

FEDERAL REGS	GENERAL ISSUES	DECA-SPECIFIC ISSUES
Resource Conservation and Recovery Act (RCRA) of 1976 Hazardous and Solid Waste Amendments (HSWA) of 1984	Disposal of solid wastes (focusing on hazardous waste) and overall solid waste management.	Requires DeCA to manage its solid waste generation and disposal. For example, personnel may not throw away hazardous waste such as damaged lead-acid batteries as general waste. Installation DRMO offices dispose of this type of waste. Also, RCRA requires DeCA to purchase environmentally friendly products.
Clean Water Act (CWA) of 1977 Safe Drinking Water Act and Amendments (SDWA) of 1977	Restrictions on what may enter bodies of water so as to protect human, animal, and plant life.	Restricts DeCA's disposal of wastes that may be harmful to local water sources. For example, personnel may not pour used vehicle oil and other hazardous products down sink drains. This type of disposal method may contaminate local sources of drinking water. They must be handle them as hazardous wastes, as noted above.
Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986	Reporting of hazardous materials storage, use, and release to the environment.	DeCA facilities storing and using hazardous materials may be required to report their storage, use, and release of these materials. DeCA facilities should support host installation's annual reporting requirements associated with EPCRA.
Toxic Substances Control Act (TSCA), as amended in 1986	Management of toxic substances, such as PCBs and asbestos.	Regulates management of toxic substances to avoid adverse impacts on the environment and DeCA employees/customers. For example, DeCA facilities containing PCB containing transformers (interior and exterior) or light ballasts should coordinate with host installations to ensure these items are intact, properly labeled, and properly disposed.

FEDERAL REGS	GENERAL ISSUES	DECA-SPECIFIC ISSUES
<p>Asbestos Hazard Emergency Response Act (AHERA) of 1986</p> <p>Asbestos School Hazard Abatement Reauthorization Act (ASHARA) 1990</p>	<p>Management of asbestos in commercial and public facilities.</p>	<p>Requires older (i.e., constructed before 1980) DeCA facilities containing asbestos materials to ensure that they do not expose employees and customers to this hazardous material. DeCA facilities should coordinate with host installations to ensure that they identify asbestos containing materials and that they establish in-place management plans to protect employees/customers.</p>
<p>Clean Air Act Amendments (CAAA) of 1990</p>	<p>Control and prevention of air pollution by limiting release of pollutants, such as ODSs.</p>	<p>Requires DeCA facilities to control and prevent the release of hazardous air pollutants. For example, refrigeration units using traditional ozone depleting CFCs must have these CFC refrigerants replaced by less hazardous substitutes. HQ DeCA continues to achieve compliance with established CFC reduction goals.</p>
<p>Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended in 1991</p>	<p>Purchase, storage, use, and disposal of pesticides.</p>	<p>Requires personnel applying pesticides on a DeCA site to be licensed and to properly handle all pesticide products. For example, many pesticide containers require be tripled rinsing with water before pouring residual pesticide liquids down the drain and disposing of containers in general waste.</p>
<p>EO 12873, Federal Acquisition, Recycling, and Waste Prevention, October 20, 1993</p> <p>EO 12780, Federal Agency Recycling and the Council on Federal Recycling and Procurement Policy</p>	<p>Procurement of environmentally preferred products, recycling, and other waste prevention issues.</p>	<p>Requires DeCA to purchase EPA designated environmentally friendly products. For example, DeCA facilities must purchase high speed copier paper, computer printout paper, file folders, and white woven envelopes with no less than 20 percent post consumer materials as of December 31, 1994. By December 31, 1998, this minimum content standard increases to 30 percent (See Chapter 5 for other specific requirements). DeCA must also achieve established solid waste prevention and recycling goals.</p>
<p>Energy Policy Act (EPACT) of 1992</p> <p>EO 12902, Energy Efficiency and Water Conservation at Federal Facilities, March 8, 1994</p>	<p>Energy and water conservation activities.</p>	<p>Requires DeCA facilities to achieve established energy consumption reduction goals. For example, DeCA must reduce energy consumption by 13 percent (based on 1995 energy use) by the year 2005. DeCA personnel must conduct regular energy/water consumption audits within facilities. DeCA facilities must incorporate energy efficient practices (i.e., turning off lights and faucets when not in use) and technologies in all aspects of their operations.</p>

APPENDIX B

SOURCES OF ENVIRONMENTAL INFORMATION

ORGANIZATION	TELEPHONE/WEB SITE
DeCA Safety, Security and Administration Office	Chief (804) 734-8813
DeCA Food Safety/Quality Assurance Business Unit	(804) 734-8305
DeCA Design & Construction Division	(210) 671-3305
DeCA Facilities Environmental Program Manager	(804) 765-2877 DSN 539-2877
DeCA Energy Program Manager	(804) 765-2711 DSN 539-2711
Enviro\$en\$e Electronic Information System (EPA Bulletin Board)	http://es.inel.gov/index.html
DENIX - Defense Environmental Network and Information Exchange	http://denix.cecer.army.mil/denix/denix.html
AIPP - American Institute for Pollution Prevention	http://es.inel.gov/aipp/
U.S. General Services Administration (GSA), Federal Supply Service=s <i>The Environmental Products Guide</i>	(800) 848-8928 http://www.gsa.gov
EPA Green Lights Program	(888) STAR YES http://www.epa.gov/greenlights.html
Navy CFC/Halon Information Clearinghouse	(703) 769-1883
Defense General Supply Catalog (DGSC) Environmentally Preferred Products Catalog	(800) 352-2852
EPA Publications/Programs	(202) 260-7751 http://www.epa.gov
EPA EPCRA/SARA Hotline	(800) 535-0202
EPA TSCA Hotline	(202) 554-1404
EPA RCRA/Superfund Hotline	(800) 424-9346
EPA Asbestos Hotline	(800) 368-5888
EPA Lead Hotline	(800) 532-3394
EPA Pesticides Hotline	(800) 858-7378
ORGANIZATION	TELEPHONE/WEB SITE
EPA Stormwater Hotline	(202) 260-7786
EPA Air Hotline	(919) 541-0800
EPA Radon Hotline	(800) 767-7236
OSHA - Occupational Safety and Health Act	(800) 321-6742
National Response Center Spill Report	(800) 424-8802
EPA Pollution Prevention Information	

Clearinghouse (PPIC)	(202) 260-1023
EPA Solid Waste Information Clearinghouse	(800) 677-9424
EPA Wetlands	(800) 832-7828
EPA Solid Waste Office	(703) 308-8402
EPA Office of Pollution Prevention and Toxics	(202) 260-3810
EPA Office of Air and Radiation	(202) 260-7400
EPA Office of Water	(202) 260-5700
EPA Office of Research and Development Center for Environmental Research Information	(513) 569-7562
DOE PIES - Dept. of Energy, Pollution Prevention Information Exchange System	http://es.inel.gov/program/p2dept/ energy/doepies.html
DOE EPIC - Dept. of Energy, Energy Pollution Prevention Database	http://es.inel.gov/program/p2dept/ energy/epic/epic.html
AFCEE - Air Force Center for Environmental Excellence	http://www.afcee.brooks.af.mil/AFCEEpol.htm
PRO-ACT, US Air Force Environmental Information Clearinghouse hotline	(210) 536-4214
USAF Management and Equipment Evaluation Program (MEEP) evaluates and recommends environmental products	(904) 882-4217
AEC - US Army Environmental Center, Pollution Prevention Branch	(410) 671-1229
US Army Environmental Hotline	(800) USA-3485
US Army Environmental Training Support Center	http://www.hnd.usace.army.mil/etsc/
Army Acquisition Pollution Prevention Support Office	DSN 284-0815 (703) 274-0815
CHIC -U.S. Navy CFC and Halon Information Clearinghouse	(703) 769-1883

APPENDIX C

STATUS REPORT

(Please note that this version of the report is not current past the date of publication and is intended to serve as a general information source only)

The Environmental Conservation Program Action Plan

DeCA Strategic Plan Goal: Demonstrate Sound Management Practices.

Strategic Plan Objective: Improve the Infrastructure.

Performance measure: Compliance with Presidential Executive Order 13101.

Baseline: CY 00 – 0% verifiable compliance.

Target performance level: Achieve compliance with EO 13101 by FY 2005.

	FY2001	FY2002	FY2003	FY2004	FY2005
Target Performance Level	20%	40%	60%	80%	100%
Actual					

A. Strategy: Establish a system of oversight, training and incentive awards to ensure compliance with the requirements and intent of EO 13101.

1. Action item: Designate conservation coordinators at all DeCA stores within FY 2000, (OPR –**CIF**/ stores)

Performance measure: Percent of stores having designated coordinators.

Baseline: 0% in FY 1999.

Target Performance level: 99% of stores have designated coordinators by end of FY 2000.

Status: Survey 100% complete.

2. Action item: Ensure that both the DeCA Environmental and the “Energy Efficiency Picture” videos are seen by all employees by the end of each CY. (OPR - **CIF**)

Performance measure: Number of employees who have seen both videos.

Baseline: 0% of employees in FY 1999.

Target Performance level: 99% of employees by the end of FY 2000.

Status: Environmental videos have been distributed.

Energy video has been distributed.

Information wheels have been distributed.

OCONUS video produced and in distribution.

First Annual Survey is complete.

3. Action item: Ensure that each Commissary Conservation Coordinator has been given a copy of DeCAH 20-7, “Handbook on Environmental Responsibility” by the end of FY 2000. (OPR - **CIF**)

Performance measure: Number of stores that have been given a copy of the handbook.

Baseline: No stores have a copy in FY 1999.

Target Performance level: 100% of stores have a copy by end of FY 2000.

Status: Completed. All stores have been given a copy of the original handbook. The 1997 issue was made obsolete by the issuance of the revised version.

The revised 20-7 “Environmental Conservation Handbook” has been distributed as of Feb 2001.

4. Action item: Ensure that the EPA/DOE website addresses for government-wide conservation initiatives are posted in the DeCA Conservation Program public folder. (OPR- **CIF**)

Performance measure: Availability of both websites to DeCA employees.

Baseline: Websites are not posted in FY 2000.

Target Performance level: Both websites are posted in 3rd quarter, FY 2000.

Status: Completed. Government sites have been posted. Additional site postings were interrupted by the reorganization of the EPA, CEQ and OFEE, under the new administration.

5. Action item: Develop public affairs media campaign to publicize the “Greening DeCA” theme and distribute such materials to all stores in FY 2000. (OPR: **SSP/CIF**)

Performance measure: Every store, region and HQ DeCA displays posters, flyers and information on the subject of “Greening DeCA.”

Baseline: No store has “Greening DeCA” information in CY 1999.

Target Performance level: All DeCA elements will display program materials and information by the end of CY 2001.

Status: No SSP action as of 1 February 2001.

CIF articles for Vision magazine published in July, October, Fall and Winter issues. An additional three articles were submitted and pending.

CIF developed a new “Environmental Conservation” logo

CIF submitted material for the DeCA-ECC website, with SSP assist.

CIF submitted material for an Environmental Conservation brochure to SSP.

6. Action item: Develop an awards program in conjunction with DoD guidelines in the recommended award categories so that at least one category is nominated for an award. (OPR: **CIF/RMH**)

Performance measure: DeCA will submit a nomination for one or more category(ies) of conservation award to DoD and will initiate an internal recognition system.

Baseline: No award submitted for FY 2000.

Target Performance level: One award may be submitted for FY 2001.

Status: The agency submitted an application and awards package for the White House "Closing the Circle Awards Program." In addition, CIF submitted an awards package for the "Innovations In Government" Award, but the agency elected not to use it.

7. Action item: Establish an assessment procedure based on an existing assistance system to measure program compliance with the elements of this action plan. (OPR: IG)

Performance measure: Number of stores scheduled for compliance inspections in an FY.

Baseline: 0 stores scheduled in FY 99.

Target Performance level: 10 DeCA stores are inspected every FY as of FY 2001.

Status: 62 stores have been visited this year. 7 had not appointed an FES, but did so prior to our departure. All store complied with Energy data reporting requirement. Only four did not have an Environmental Responsibility Plan.

B. Strategy: Modify procurement procedures to meet the requirements of the EO, EPA, and DOE guidelines.

1. Action item: In planning and developing specifications and work statements, consider a broad range of factors including: elimination of virgin material requirements; use of biobased products; use of recovered materials; reuse of product; life-cycle cost; product packaging; recycling; conversion; use of environmentally preferred products; waste prevention (including toxicity reduction or elimination); and ultimate disposal. These factors will be considered in all procurements and in the evaluation and award of contracts. (OPRs: CIF, CIP, CII, DOH, DO, Regions and stores, and CIC)

Performance measure: Number of total active procurements analyzed and revised.

Baseline: 0 procurements analyzed in FY 2000.

Target Performance level: 50% of DeCA's total active procurements subject to the EPA Compliance Guidelines will be analyzed and revised, as appropriate.

	FY2001	FY2002	FY2003	FY 2004	FY 2005
Target Performance Level	10%	20%	30%	40%	50%
Actual					

Status: (1) All acquisitions have been reviewed. An analysis of individual acquisitions and proposed restrictions is ongoing. Requirements needing revisions to specifications and/or statements of work will be identified to the new DOSE office for appropriate action. The CBU will take the necessary steps to conduct the contracting action within an affirmative acquisition process once the validated or revised specification or SOW is received from the DOSE office.

(2) Survey results to date reflect approximately 20% of stores within each region are NOT buying green supplies. It is felt that this area can be addressed by making "green" sources and product information more visible to the IMPAC cardholders. These folks are normally the ones who order office supplies and some misc. operational supplies. To address this issue the CBU, in

conjunction with CII and DOSE will create a desktop tool which can put the information, along with a reminder to “buy green” at the IMPAC users desk.

(3) CII: The action is being coordinated with DLA. More information is due the next quarter.

2. Action item: DeCA will ensure it meets or exceeds the minimum materials content standards cited by EPA in the Compliance Guidelines when purchasing and using printing, writing, and computer paper. (OPR: **CIC, CIS**)

Performance measure: Operational level training will be provided to the OPR’s involved in purchasing these items. Product compliance standards will be provided on a recurring basis for all employees with the authority to purchase these items.

Baseline: Inconsistent application of the EPA standards by employees.

Target Performance level: 100% of employees with authority to purchase paper products will be provided initial operational-purchasing training by FY2005.

	FY2001	FY2002	FY2003	FY 2004	FY 2005
Target Performance Level	20%	40%	60%	80%	100%
Actual					

Status: The desktop tool in B.1. above will include information specifically addressing the paper requirements as IMPAC holders normally purchase most printing, copier and computer paper products.

C. Strategy: Promote recycling and reuse through participation in existing installation programs or establish new localized initiatives. Please note that revenue generated by sale of materials for recycling must be accounted for and properly deposited into the surcharge account. (OPR: stores)

1. Action item: Participate in the installations’ hazardous waste disposal program. (OPR: stores)

Performance measure: Number of stores who participate.

Baseline: Non-participation in the installations’ waste disposal processes.

Target Performance level: 100% participation in all programs.

	FY2001	FY2002	FY2003	FY 2004	FY 2005
Target Performance Level	20%	40%	60%	80%	100%
Actual (begin 11/1/00)					

Status: The participation rate in installation programs was virtually complete, but the ability of the stores to deal with immediate HAZMAT problems was addressed. A procurement initiative that served almost two thirds of all stores was successful in authorizing storage cabinets, spill kits and training videos for stores. This puts the HAZMAT program at virtual completion pending delivery of the products, 5 years ahead of the plan. They are now in contracting awaiting bids.

2. Action item: Cardboard (non-hazardous): Participate in the installations' cardboard recycling program in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. 9 (OPR: stores)

Performance measure: Participation in the installations' program.

Baseline: Nonparticipation in the program.

Target Performance level: 50% participation by FY 2005.

	FY2001	FY2002	FY2003	FY2004	FY2005
Target Performance Level	10%	20%	30%	40%	50%
Actual (Begin 11/1/00)	76%				

3. Action item: Plastics (non-hazardous): Participate in the installations' plastics recycling program in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Participation in the installation program.

Baseline: Non-participation in FY 2000.

Target Performance level: 50% participation by FY 2005.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	10%	20%	30%	40%	50%
Actual (Begin 11/1/00)	40%				

4. Action item: Aluminum/metal (non-hazardous) – Participation in the installations' metals recycling program (including aluminum cans) in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Amount of aluminum/metal disposal avoided monthly.

Baseline: FY 1999 disposal quantities.

Target Performance level: Reduction in disposal quantities to 0% in FY 2005.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	20%	40%	60%	80%	100%
Actual (Begin 11/1/00)	63%				

5. Action item: Fat/bone (non-hazardous) – Recycle at least 20% more per year of all scrap meat by-products in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Amount of fat and bone disposal avoided monthly.

Baseline: FY 1999 disposal quantities.

Target Performance level: Recycle to 100% by CY 2005.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	20%	40%	60%	80%	100%
Actual (Begin 11/1/00)	66%				

6. Action item: Batteries (Hazmat): Participation in the installations' battery recycling program in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Participation in the installations' program.

Baseline: Non-participation.

Target Performance level: 50% participation by FY 2005.

	FY2001	FY2002	FY2003	FY2004	FY2005
Target Performance Level	20%	40%	60%	80%	100%
Actual (Begin 11/1/00)	60%				

7. Action item: Light bulbs and tubes/ballast (HAZMAT): Participation in the installations' program to recycle lights and ballasts and replace them with non-hazardous lights, in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Percentage of conversion accomplished.

Baseline: FY 1999 disposal quantities.

Target Performance level: Reduced and converted 100% lighting by FY 2005.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	20%	40%	60%	80%	100%
Actual (Begin 11/1/00)	60%				

8. Action item: Paper products (non-hazardous): Participation in the installations' recycling program for wood products in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Participation in the installations' program.

Baseline: Non-participation in FY 2000.

Target Performance level: 50% participation by FY 2005.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	10%	20%	30%	40%	50%
Actual (Begin 11/1/00)	69%				

9. Action item: Wood products (non-hazardous): Participation in the installations' recycling program for wood products in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Participation in the installations' program.

Baseline: Non-participation in FY 2000.

Target Performance level: 50% participation by FY 2005.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	10%	20%	30%	40%	50%
Actual (Begin 11/1/00)	49%				

10. Action item: Produce or food by-products: Participation in the installations' recycling program in accordance with EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores/CBU).

Performance measure: Participation in the installations' program.

Baseline: Non-participation in FY 2000.

Target Performance level: 50% participation in FY 2005.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	10%	20%	30%	40%	50%
Actual (Begin 11/1/00)	36%				

11. Action item: Cleaning materials (HAZMAT): Convert to the use of biodegradable cleaners and solvents for at least 50% per year of the total of such products in accordance with the requirements of EPA Guidance 742Z99002 and DOE/EE 0123. (OPR: stores)

Performance measure: Participation in a service contract, which specifies non-toxic cleaners.

Baseline: FY 2000 contracts in place.

Target Performance level: 50% of all stores under contract.

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Target Performance Level	10%	20%	30%	40%	50%
Actual					

Status: Action status pending contract language review that is now ongoing.

12. Action item: Refrigerants/oils/fuels (HAZMAT): Convert to the use of biodegradable and environmentally friendly products for 100% of all such uses in accordance with the requirements of EO 13101. (OPR: stores/CIF)

Performance Measure: Amount of hazardous material used.

Baseline: FY 99 measured at 0%.

Target Performance Level: Full conversion to fuels used by FY 2005.

	FY2001	FY2002	FY2003	FY2004	FY2005
Target Performance Level	20%	40%	60%	80%	100%
Actual (Begin 11/1/00)	99%				

Status: Completed. Refrigerants have been successfully changed in over 99% of all stores. Oils and fuels are installation supplied and monitored under installation programs.

13. Action Item: Reduce energy consumption level in Compliance with Presidential Executive Order 13123. (OPR: CIF/stores).

Performance Measure: Amount of energy savings per FY.

Baseline: FY95 – 170.3 KBTU/sq ft/yr.

Target Performance Level: 13.3% reduction by FY05.

	FY2001	FY2002	FY2003	FY2004	FY2005
Target Performance Level	156.7	154.4	152.2	149.9	147.7
Actual					

Status: Input pending.

14. Action item: Train users on conservation methods. (OPR: CIF)

Performance Measure: Number of training/refreshers training courses per year.

Baseline: 30 training events in FY 1999.

Target Performance Level: 30 Facility Energy Supervisors (FES)/Refrigeration Quality Surveillance representatives (QSR) per Region per FY.

	FY2001	FY2002	FY2003	FY2004	FY2005
Target Performance Level	30	30	30	30	30
Actual					

Status: HAZMAT training video was purchased as part of the newly acquired spill kits. An environmental video was distributed to all stores. Extra training needs will be dependent on the 2nd Annual Survey where store input will be sought.

15. Action item: Identify high-energy usage facilities and initiate audits with follow-on corrective actions. (OPR: CIF).

Performance Measure: Number of energy audits per FY.

Baseline: Top 25 highest energy usage facilities identified during the previous FY.

Target Performance Level: All identified facilities per year reporting audited.

	FY2001	FY2002	FY2003	FY2004	FY2005
Target Performance Level	30	30	30	30	30
Actual					

Status: Initial recommendations for corrective actions sent to the stores and regions the week of January 2nd, 2000. Follow-up actions on the initial list are scheduled for March, 2000. High user list was updated February 9, 2000.

APPENDIX D

GLOSSARY OF TERMS

Affirmative Procurement - The purchase of environmentally preferable products, required of Federal agencies by RCRA Section 6002 and EO 12783. Affirmative procurement programs must establish preference for products containing recycled material, must include a promotion plan to place emphasis on buying recycled items, and must have procedures for obtaining and verifying estimates and certifications of recycled content.

Asbestos-Containing Material (ACM) - Any material containing asbestos, a mineral fiber that can pollute air or water and cause asbestosis (a disease that makes breathing progressively more difficult). Asbestos-containing materials were primarily used for insulation and fire suppression. The EPA has severely restricted its use in manufacturing and construction.

Biodegradable - The ability to break down or decompose rapidly under natural conditions and processes.

Baseline - Quantified starting points from which progress is measured. Baselines are quantities of material purchased or generated over a specified period of time.

Centralized Distribution - Centralizing distribution is an environmentally sound business practice offering single-point accountability over the requisitioning, receipt, repackaging, and issue of hazardous and non-hazardous materials. Control over these materials can eliminate unnecessary uses, diminish handling hazards, and reduce hazardous waste disposal costs. A centralized distribution unit is an equipment item that distributes various products in only as-needed quantities.

Chlorinated Solvent - An organic solvent containing chlorine atoms. For example, methylene chloride and 1,1,1-trichloromethane are used in aerosol spray containers and traffic paints.

Closed-loop Recycling - Use of by-products from a production process in the original process, without significant alteration or reprocessing. There are three key requirements: the byproduct must be returned to the process without first being reclaimed (i.e., distilled, dewatered, or treated); the production process to which the byproduct is returned must be a primary production process (a process that uses raw materials as the majority of its feedstock); and the byproduct must be returned as feedstock to an operation within the original process from which it was generated.

Code of Federal Regulations (CFR) - The detailed regulations, written by Federal agencies, to implement the provisions of laws passed by Congress. Regulations in the CFR have the force of Federal law.

Compost - A mixture of garbage and degradable trash with soil in which certain bacteria in the soil break down the garbage and trash into organic fertilizer.

Composting - A waste management option involving the controlled biological decomposition of organic material in the presence of air to form a humus-like material. Controlled methods of composting include mechanical mixing and aerating, ventilating the materials by dropping them through a vertical series of aerated chambers, or placing the compost in piles out in the open air and mixing or turning it periodically.

Corrosive Substance - A substance which in contact with living tissue will cause destruction of tissue by chemical action.

Cost Benefit Analysis - An economic analysis of a project that provides management information on the associated costs and benefits. This information will assist managers in deciding which project is economically feasible. A simple cost benefit analysis consists of calculating a payback period, or amount of time until the initial project investment will pay for itself.

DoE Federal Lighting Initiative - A DoE-administered program in which the Federal government provides financial assistance and incentives for installing energy-efficient lighting alternatives.

Effluent Discharge - Treated or untreated wastewater that flows out of a treatment plant, sewer, or industrial outfall. Generally refers to wastes discharged into surface waters.

Environmental Contamination - Adversely affecting the air, water, or soil with any physical, chemical, biological, or radiological substance or matter.

Environmentally Preferable - A broad term for products or services having a lesser or reduced effect on human health and the environment, when compared with competing products or services serving the same purpose. Non-hazardous substitutes for products containing the ODS, EPA-17, and TRI chemicals would be considered environmentally preferable.

EPA Energy Star Program - The EPA has teamed with the private sector in developing progressive, voluntary partnerships. By encouraging the production and use of energy efficient equipment, energy usage and air pollution can be drastically reduced. Two DoD programs have been provided by Congress to fund energy projects: the Energy Conservation Investment Program (ECIP) and the Federal Energy Management Program (FEMP).

EPA-17 Targeted Chemicals - Seventeen chemicals (or compounds) selected for reduction or elimination based on their volume of use, toxicity, persistence, and mobility. These chemicals are as follows: benzene, toluene, xylene, carbon tetrachloride, chloroform, dichloromethane, 1,1,1 trichloroethane, trichloroethylene, perchloroethylene, methyl ethyl ketone, methyl isobutyl ketone, cadmium and compounds, chromium and compounds, cyanides, lead and compounds, mercury and compounds, nickel and compounds. They are also known as EPA Industrial Toxic Pollutant (ITP) chemicals.

Executive Order - An order signed by the President that has the same effect as law.

Extremely Hazardous Substance (EHS) - Any chemical on the list established by EPA under EPCRA (40 CFR 355.20, Appendices A and B) to provide a focus for state Emergency Response Commission and Local Emergency Planning Committee emergency planning activities.

Flammable - Easily ignited and capable of burning.

Fluorocarbons (FC's) - Any of a number of organic compounds analogous to hydrocarbons in which one or more hydrogen atoms are replaced by fluorine. Once used in the U.S. as a propellant in aerosols, they are now primarily used in coolants and some industrial processes. FCs containing chlorine are called chlorofluorocarbons (CFC's). They are believed to be modifying the ozone layer in the stratosphere, thereby allowing more harmful radiation to reach the earth's surface.

Fossil Fuels - Oil, coal, and natural gas. Burning of fossil fuels for energy produces emissions of trace metals and oxides of nitrogen and sulfur that contribute to acid rain. Reducing energy generation decreases boiler ash and reduces the need to mine and transport fossil fuels and dispose of power plant hazardous waste.

Gel-Cell Batteries - Sealed gel-cell batteries are an environmentally preferable replacement for conventional lead-acid batteries. Gel-cells do not require as much maintenance and last twice as long. Threat of hazardous waste leakage from expired gel-cell batteries is much lower than the threat from lead-acid batteries.

Greenhouse Effect - The warming of the earth's atmosphere caused by a buildup of carbon dioxide or other trace gases; it is believed by many scientists that this buildup allows light from the sun's rays to heat the earth, but prevents a counterbalancing loss of heat.

Halon - Bromine-containing compounds with long atmospheric lifetimes whose breakdown in the stratosphere causes depletion of ozone. Halons are commonly used in fire fighting.

Hazardous Chemical - Any chemical that is a physical hazard or a health hazard, excluding those in: (1) food, drugs, and cosmetics regulated by the Food and Drug Administration (FDA); (2) form and concentration as consumer products; (3) research labs or hospitals used by technically qualified individuals; and (4) agricultural operations. 40 CFR 370.2

Hazardous Material Pharmacy - Single point of control for hazardous material. Hazardous materials are issued in the same manner as prescription medicine.

Hazardous Material (HazMat) - Any material that poses a threat to human health and/or the environment typically due to their toxic, corrosive, ignitable, explosive, or chemically reactive nature.

Hazardous Waste - Byproducts that can pose a substantial or potential hazard to human health or the environment when improperly managed. They must possess at least one of four characteristics (ignitability, corrosivity, reactivity, or toxicity), or they must be listed in 40 CFR 261.30 or applicable state or local waste management regulations.

HazMat Alternatives - Ways of reducing adverse effects of hazardous materials. Alternatives, as applied to hazardous material decision making, include, but are not limited to, such possibilities as: substituting less hazardous or non-hazardous material; redesigning a component such that hazardous material is not needed in its manufacture, use, or maintenance; modifying processes or procedures; restricting users; consumptive use; on-demand supply; direct ordering; extending shelf-life; regenerating spent material; downgrading and reuse of spent material; use of waste as raw material in other manufacturing and combinations of those factors.

Health - The overall condition of an organism at a given time.

Industrial Solid Waste - Includes wastewater treatment sludge, solids from air pollution control devices, trim or scrap materials that are not recycled, fuel combustion residues (such as the ash generated by burning wood or coal), and mineral extraction residues.

Integrated Pest Management (IPM) - An approach that does not support chemical treatments on a pre-determined schedule. Instead, IPM utilizes regular monitoring to determine if and when treatments are needed and employs physical, mechanical, cultural, biological, and educational tactics to keep pest numbers down. Least-toxic chemical controls are used as a last resort.

Landfills - Sanitary landfill sites are land disposal areas for non-hazardous solid wastes where the waste is spread in layers, compacted to the smallest practical volume, and covered with other material at the end of each operating day. Secure chemical landfills are disposal sites for hazardous waste. They are selected and designed to minimize the chance of release of hazardous substances into the environment.

Life Cycle Economic Analysis - An evaluation of the cost associated with the use of hazardous material and potential alternatives over the life of the investment or hazardous material. The analysis is not a specific, step-by-step procedure that can be applied to all cases. Analysis shall be guided by basic principles of economics and informed judgment.

Mass Balance - A method of accounting for the quantities of materials produced, consumed, used, or accumulated, released, or transported to or from a process or facility as a waste, commercial product or byproduct, or component of a commercial product or byproduct.

Material Safety Data Sheet (MSDS) - An information sheet, required under the OSHA Hazard Communication Standard, that provides information on a specific chemical's health and physical hazards, exposure limits, and precautions.

Measures of Merit - From Draft DoD Instruction 4715.cc, ~~A~~Pollution Prevention, these goals were established to measure pollution prevention performance throughout the DoD: (1) by 1999, reduce releases and off-site transfers of toxic chemicals 50 percent from a 1992 baseline, (2) by 1999, reduce the disposal of hazardous waste 50 percent from a 1992 baseline, (3) by 1999, reduce the disposal of non-hazardous solid waste 50 percent from a 1992 baseline, (4) by 1999, recycle 50 percent of non-hazardous solid waste from a 1992 baseline, (5) by 2000, reduce the number of units that utilize ozone-depleting chemicals (ODC's) 20 percent from a 1995 baseline, (6) by 2000, reduce the quantity of ODC's at installations by 20 percent from a 1992 baseline, and (7) by 1999, ensure that 75 percent of acquisitions of new non-tactical vehicles are alternative fueled vehicles.

Municipal Solid Waste (MSW) - Wastes generated by administrative and domestic activities. Includes wastes such as durable goods, non-durable goods, containers and packaging, food wastes, yard wastes, and miscellaneous inorganic wastes from residential, commercial, institutional, and industrial sources. MSW does not include wastes from other sources, such as municipal sludge, combustion ash, and industrial non-hazardous process wastes that might also be disposed of in municipal waste landfills or incinerators.

Non-Hazardous Solid Waste - Byproducts that do not pose a substantial or potential hazard to human health or the environment when improperly managed. Examples of non-hazardous waste include: cardboard shipping boxes, aluminum cans, bottles, food waste, used office products, empty containers and bags, and any other general trash items.

Occupational Safety and Health Administration (OSHA) and OSH Act- OSHA is part of the U.S. Department of Labor. OSHA is the regulatory and enforcement agency for safety and health in most U.S. industrial sectors. The OSH Act of 1970 is the regulatory vehicle to ensure the safety and health of workers. Its goal is to set standards of safety that prevent injury and illness among workers. This act establishes the Hazard Communication Rule (29 CFR 1910.1200).

Opportunity Assessment - Systematic procedure for identifying and assessing ways to prevent pollution by reducing or eliminating wastes.

Ozone (O₃) - Found in two layers of the atmosphere, the stratosphere and the troposphere. In the stratosphere (the atmospheric layer beginning 7 to 10 miles above the earth's surface), ozone is a form of oxygen found naturally which provides a protective layer that shields the earth from ultraviolet radiation's harmful effects on humans and the environment. In the troposphere (the layer extending up 7 to 10 miles from the earth's surface), ozone is a chemical oxidant and major component of photochemical smog.

Ozone can seriously affect the human respiratory system and is one of the most prevalent and widespread of all the criteria pollutants for which the Clean Air Act required EPA to set standards. Ozone in the troposphere is produced through complex chemical reactions of nitrogen oxides, which are among the primary pollutants emitted by combustion sources; hydrocarbons, released into the atmosphere through the combustion, handling and processing of petroleum products; and sunlight.

Ozone Depletion - Destruction of the stratospheric ozone layer, which shields the earth from ultraviolet radiation that is harmful to biological life. This destruction of ozone is caused by the breakdown of certain chlorine-, fluorine-, and/or bromine-containing compounds (chlorofluorocarbons or halons) which break down when they reach the stratosphere and catalytically destroy ozone molecules.

Ozone Depleting Substances (ODS's) and Ozone Depleting Chemicals (ODC's) - CFC's, halons, and other substances that deplete the stratospheric ozone layer as classified by the Clean Air Act of 1990. Production of certain classes of CFC's, including R-50 and R-12, was banned in the United States.

Polychlorinated Biphenyls (PCB's) - Polychlorinated biphenyls are a group of toxic, persistent chemicals used in transformers and capacitors for insulation and in gas pipeline systems as a lubricant. Further sale or new use was banned by law in 1979.

Pollutant - Any material, which when emitted into the atmosphere, discharged into a body of water or sewer system, or disposed of in a landfill, adversely impacts the environment.

Pollution Prevention (P2) - The use of materials, processes, or practices that reduce or eliminate the creation of pollutants or wastes at the source. It includes practices that reduce the use of hazardous materials, energy, water, or other resources and practices that protect natural resources through conservation or more efficient use.

Pollution Prevention Hierarchy - The Pollution Prevention Act of 1990 established a hierarchy as national policy. The hierarchy follows this order: (1) Prevent or reduce pollution at the source wherever feasible; (2) Recycle, in an environmentally acceptable manner, pollution that cannot feasibly be prevented; (3) Treat pollution that cannot feasibly be prevented or recycled; and (4) Dispose of or otherwise release into the environment only as a last resort.

Reactive (unstable) - A chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks pressure or temperature.

Recovered Materials - Waste material and by-products that have been recovered or diverted from solid waste, excluding materials and by-products generated from, and commonly used within, an original manufacturing process.

Recycle/Reuse - The process of minimizing the generation of waste by recovering usable products that might otherwise become waste. Examples are the recycling of aluminum cans, waste paper, engine coolants, and ODS's.

Recyclable Materials - Materials that still have useful physical or chemical properties after serving their original purpose and that can be reused or remanufactured into new products.

Recycled Content - The amount of recovered material, either pre- or post-consumer, in a finished product that was derived from materials diverted from the waste disposal system. Usually expressed as a percent by weight.

Resource Conservation - Avoiding waste of, and renewing when possible, human and natural resources. The protection, improvement and use of natural resources according to principles that will assure their highest economic or social benefits.

Return on Investment (ROI) - An attempt to quantify financial costs and benefits and determine a project's payback period, or time required to recover an investment.

Solid Waste - Materials ranging from municipal garbage to industrial wastes that contain complex, and sometimes hazardous, substances. Solid wastes include sewage sludge, agricultural refuse, construction and demolition wastes, and mining residues. Technically, solid waste also refers to liquids and gases in containers.

Solvent - Substance (usually liquid) capable of dissolving or dispersing one or more other substances. Solvents include, but are not limited to, the non-spent materials listed in EPA Waste Codes F001 through F005.

Source Reduction - As defined in the Federal Pollution Prevention Act, source reduction is "any practice which (1) reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, and disposal; and (2) reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants. The term includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control."

Source reduction does not entail any form of waste management (e.g., recycling and treatment). The Act excludes from the definition of source reduction "any practice which alters the physical, chemical, or biological characteristics or volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service."

Stormwater – Stormwater runoff, snowmelt runoff, and surface water runoff and drainage.

Toxic Chemical - Those chemicals listed in 40 CFR 372.65, also known as the Toxic Release Inventory (TRI) List. The list changes periodically as updates are published in the Federal Register.

Toxic Use Reduction - This term refers to the activities grouped under "source reduction," where the intent is to reduce, avoid, or eliminate the use of toxins in processes and/or products so as to reduce overall risks to the health of workers, consumers, and the environment without shifting risks between workers, consumers, or parts of the environment.

Transformers - Transformers are an important component of electric utility transmission and distribution systems. They raise or lower voltage of an electric current.

Treatment - Involves End-of-pipe destruction or detoxification of wastes from various separation/concentration processes into harmless or less toxic substances.

Waste Minimization - Source reduction and the following types of recycling: beneficial use/reuse, and reclamation. Waste minimization does not include recycling activities whose uses constitute disposal and burning for energy recovery.

Waste Stream - Describes the total flow of waste from homes, businesses, institutions, and manufacturing plants that must be recycled, burned, or disposed of in landfills.